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Summer Food Service Program for Children

United States
Department of
Agriculture

Food and
Nutrition
Service

FNS-179

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RECORDS
ACQ./SERV. BRANCH

1989
Monitor's
Handbook



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The Summer Food Service Program for Children is available to all children without regard to race, color, national origin, sex, age, or handicap. Any person who believes he or she has been treated unfairly in receiving food services because of discrimination should write immediately to the Secretary of Agriculture, Washington, DC 20250.

Revised January 1982
Slightly Revised March 1989

INTRODUCTION

This handbook has been prepared to give you, as monitors, a working knowledge of your duties and responsibilities in the Summer Food Service Program for Children. In addition, you can use the handbook to help train site workers.

The Summer Food Service Program (SFSP) provides a food service during school vacation that is similar to the meal service offered in the schools during the school year. The program serves children 18 years of age or under in areas where poor economic conditions exist. People over 18 years of age who have been determined by the State agency to be mentally or physically handicapped are also eligible to participate in the program. Camps that participate in the program must document each child whose meals are claimed for reimbursement as being eligible for free or reduced-price meals.

Organizational Structure

The SFSP is administered by your State educational agency, an alternate State government agency, or by a Food and Nutrition Service (FNS) regional office of the U.S. Department of Agriculture (USDA). The administering agency deals directly with the sponsors operating within its domain. Summer programs are organized and operated by public or private nonprofit sponsors--school food authorities; colleges and universities currently participating in the National Youth Sports Program; units of local, municipal, county, or State government (that have direct operational control over their food service sites); and public or private nonprofit residential summer camps. They benefit children from areas in which at least 50 percent of the children are eligible for free or reduced-price meals under the National School Lunch and School Breakfast Programs.

Under the program, sponsors must ensure that children receive nutritious meals and snacks at food service sites. Your job in the SFSP is of particular importance. As a monitor, you must make sure that the site operates smoothly in accordance with program guidance and requirements. You are the key link between the sponsor and the site personnel. This direct link between the sponsor's headquarters and the actual food service is essential to ensure that the program functions properly.

As the sponsor representative, you need to develop and maintain a cooperative relationship with site supervisors and staff. Open communication between you and site staff depends on everyone knowing that you will work with the site staff to help correct problems and provide additional training if necessary. Open communication with your supervisor is also essential so that the sponsor is aware of site problems and what is being done to resolve them. Monitors should work closely with their supervisors so they may receive additional guidance when necessary.

The sponsor will be financially responsible for any meals served incorrectly or served to ineligible people. This could mean a substantial loss of money to the sponsor if problems at the sites are not corrected. Your responsibilities as a monitor will differ depending on whether a food service management company (or vendor)

delivers meals to the site or whether the sponsor prepares the meals. This handbook provides guidance for monitoring programs where the vendor delivers meals to the sponsors' sites and for programs where sponsors prepare their own meals.

Training

Your sponsor is required to hold training sessions on program duties for monitors and other sponsor personnel. At the training session, monitor duties and responsibilities will be explained to you. You will receive the monitor review form and any other records you may need to keep, such as mileage records. During the training you will be told the general areas where the sites are located for which you will be responsible.

Your sponsor will train you on procedures for adjusting meal deliveries, reporting complaints to the vendor, and collecting site records. You will also be asked to attend the training session required for monitors and site supervisors. This meeting will introduce you to the site supervisors with whom you will be working directly. It will also familiarize you with the specific duties of site supervisors.

MONITOR RESPONSIBILITIES

As a monitor, you are responsible for providing technical assistance and training, and ensuring that sponsors' sites meet program regulations. Effective monitoring is necessary for many reasons. Monitoring ensures that sites operate according to program guidelines and that accurate site records are available to justify payment to the sponsor. But most importantly, monitoring ensures that children in the community are getting nutritious meals. To be an effective monitor, you will be required to spend enough time at each site to check all pertinent operations. Therefore, you must know the program requirements so you can spot problems at the sites quickly and recommend solutions.

As an official representative of the sponsor, you will be responsible for:

- *Checking site operations to make sure that the sites maintain adequate records and that the program is operating in accordance with the requirements;
- *Conducting site training as necessary, including training on the nondiscrimination policy;
- *Visiting all assigned sites within the first week of operation to ensure that the food service is operating smoothly and that any needed adjustments are made or problems resolved;
- *Reviewing food service operations of all assigned sites within the first 4 weeks of operation to thoroughly examine the meal service from start to finish, correcting problems and providing additional training where necessary;

*Revisiting sites as necessary to collect records or deliver forms;

*Preparing reports of your site visits and reviews and ensuring that the reports are included in an official file for each site;

*Suggesting corrective action to the site supervisor for problems encountered;

*Informing sponsor officials about problems found at a site and ensuring that corrective action is completed.

Visits and Reviews

Site visits and reviews are vital functions of a sponsor's administration of the program. A site visit requires the monitor to make sure that the food service operates smoothly and that problems are immediately resolved. In some instances, monitors will be asked to visit food service sites before the program starts. When applying for this program, a sponsor must certify that it visited all sites planning to conduct a food service. These visits must be made before the program begins at those sites, and monitors may be asked to conduct these visits. Each site must have the appropriate facilities for serving the anticipated number of children and must have the capability to conduct the proposed meal service. In making these visits, you will be asked to verify information listed on the site sheets, such as address; storage, holding and preparation facilities; and serving capacity. You will also want to record the date of each visit and the names of people you spoke with during these visits.

When conducting a site review, you should observe all of the meal service to determine if the site meets program requirements. During each review or visit, you should discuss any concerns or problems with the site supervisor or other site staff. You should also instruct the site supervisor to call the sponsor's office immediately when help is needed.

Review Procedures

Before reviewing the sites, you should be familiar with the site information sheets which include the meal delivery schedules (time of delivery, type of meal, and number of meals), and with cycle menus for each site. The site information sheets describe the staffing pattern, method of meal preparation, meal services and times, and if applicable, the approved level of meal service at the sites. Your sponsor should explain which meal type(s) will be served at each site you will be reviewing. Sponsors of regular sites may be approved to serve up to two meals daily. (This does not apply either to sites where meals are served primarily to migrant children or to camps.) The two meals may include either lunch and a snack or lunch and breakfast. Camps and sponsors serving meals primarily to migrant children may be approved to serve up to four meals daily--breakfast, snack, lunch, and supper.

As the summer progresses, you should be familiar with the records submitted by the site and with corrective action taken on any prior reviews or visits.

When conducting a review:

- *Plan to arrive at the site before food is delivered or meals are prepared.

- *Check to make sure that each site has at least one supervisory person who has been trained in program requirements. This person should be present during the meal service.

- *Observe food delivery or meal preparation. Are meals handled according to local health codes? (For example, does the refrigerated truck operate at the correct temperature? Are meals delivered on time? If the sponsor prepares the meals, is the facility adequate for meal preparation?)

- *For vended sites (sites that do not prepare their own meals, but have them delivered), count the number of meals delivered. Does the number delivered equal the number ordered? Does the delivery receipt show the correct number delivered? Are all meals complete? Are any items spoiled?

- *Instruct the site supervisor to sign only for delivered meals that are complete and wholesome. The site supervisor should not accept poor or incomplete meals or meals that are wholly or partially spoiled.

- *Compare number of meals delivered with daily attendance/participation records; observe trends and when appropriate, advise sponsor and site supervisor to adjust meal order to prevent excessive leftovers or service of seconds in excess of two percent of firsts during the claiming period.

- *Make sure the site supervisor signs only accurate delivery receipts, making corrections as necessary on the slip before signing or refusing to sign if an entire delivery is rejected.

- *Compare a meal delivered or prepared with the cycle menu. Was the scheduled meal delivered or prepared that day?

- *Observe the preparation of a meal if meals are not delivered. Are raw fruits and vegetables thoroughly washed before cooking and serving? Are hot and cold foods kept at the proper temperatures?

- *Observe whether workers meet the health standards set by State and local authorities.

- *Check receiving reports if meals are prepared by the sponsor.

- *Check purchasing invoices if meals are prepared by the sponsor.

*Observe the meal service. Does meal service occur during the appropriate hours? Are children given complete meals? Is only one meal given to each child? Are unauthorized adults served? Are all meals eaten at the site? Is a site worker counting the meals as they are being served?

*Check to see if there is a nondiscrimination poster, provided by the sponsor, displayed in a prominent place.

*Determine if meals are served to all attending children, regardless of the child's race, color, national origin, sex, age, or handicap.

*Make sure that all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age, or handicap.

*Observe whether or not informational material in the appropriate translation is available concerning the availability and nutritional benefits of the program.

*Count the number of first meals served to children.

*Count the number of second meals served to children (if any). When seconds are served, check to make sure that they are only served after all children have received their first meal. Determine if the number of seconds being served appears excessive.

*Count the number of ineligible meals served and note the reason. (Examples: incomplete meals served or meals served to adults.)

*Some sites you review may have been approved by the administering agency to serve a maximum level of meals at each meal service. Check to make sure that these sites do not claim meals in excess of the maximum number approved for each meal service.

*Review daily records kept by the site.

*Check plate waste (trash) for acceptability of menu items.

*Stay at the site until the meal service is complete. Are meals served after the 2-hour time limit for lunch and supper or 1-hour time limit for breakfast or snack?

*Are there many leftover meals? Are seconds recorded? Instruct the site supervisor to make adjustments in the meal order as necessary.

*Complete the monitor's review form. Record your arrival and departure time. Record all violations and any corrective action taken.

*Make corrections onsite, if possible.

*Report problems to the sponsor.

*Schedule a revisit, if necessary.

Many people working at sites may not be familiar with operating food service programs or they may not be accustomed to maintaining records. During many reviews and visits, you will find it necessary to explain the importance of complying with program rules and show how operations can be improved. This type of ongoing training of site personnel is a basic responsibility of each monitor. You may decide that it is necessary to give new site workers additional training in program requirements. Again, it is important to document this training on your report.

Monitor Site Review Form

You must complete a monitor site review form after each review. This form includes your arrival and departure time, site supervisor's signature or the signature of the person you talked to, certification statement of violations found, corrective action taken, and time and number of meals served. These forms are required records for the sponsor.

You must thoroughly explain the specific nature and extent of any problems and the action to be taken to correct these problems. For example, you must record "19 meals were served without milk" and document the action the site supervisor agreed to take to correct the situation.

The forms included in this handbook are examples of monitor review forms. However, the administering agency may require that a different form be used. If the agency requires a different form to be used, it should provide the form to each sponsor.

Beneficiary Data Form

You must complete a beneficiary data form to report the racial/ethnic category of participating children at each site. This form must be completed at least once during the site's operation. You should determine a child's racial/ethnic category visually, or, if necessary, consult a child's parents for identification only after you have explained to them, and they understand, that this information is collected strictly for statistical reporting requirements and has no effect on the determination of their eligibility to receive benefits under the program.

A child may be included in the group to which he or she appears to belong, identifies with, or is regarded as a member of by the community.

A sample beneficiary data form is shown in the back of this handbook. However, your sponsor may provide a different form for your use.

Meal Service Administration	<p>Experience has shown that monitoring the food service at sites is necessary to ensure good meal quality. Problems need to be solved quickly and routinely. As a monitor, you need to remind site supervisors often of their responsibility to promptly report changes in site attendance (up or down) to the sponsor. You may also need to explain to the site supervisor how to report attendance changes. If the administering agency has established an approved level for sites, you should emphasize that your sponsor will not receive reimbursement for the meals that exceed the maximum approved level for each meal service.</p> <p>Sometimes attendance drops during the summer at sites and the sponsor is not notified. When this happens, too many meals are delivered and both food and money are wasted. The site supervisor should guard against over-ordering and delivery of excessive meals. It is a serious violation. If a site is receiving too many meals, you should emphasize to the site supervisor the need to adjust the meal order <u>and</u> report that need to your sponsor, since excessive leftovers and seconds in excess of 2 percent of first meals are not reimbursed. You must know your sponsor's procedures for transferring, returning, or stopping the meal service. Make sure site personnel know that meals must be delivered within 1 hour of each meal service, if no refrigeration facilities are available at a site.</p>
Site Activities	<p>Know the activity schedule of each assigned site. If the site will not be open on a certain day, the sponsor must be alerted in advance so the vendor can be notified and meal deliveries can be canceled. If the site is planning a field trip, the sponsor must notify the vendor and the administering agency, which must approve meal delivery to the place where the children will be that day. Sometimes sponsors experience problems because sites close earlier than originally scheduled. You, as the monitor, are responsible for keeping informed about the plans of each site supervisor. This way, you can make sure your sponsor is promptly notified if the site will close earlier than the date indicated on the site information sheet.</p>
Daily Record Requirements	<p>Sponsors will provide the sites with a daily meal record sheet. These records are very important. Sponsors will not receive money for the meals served at their sites if the sites do not keep these records. Site records must be accurate, and staff must complete them at the end of each meal. Monitors may be required to collect these records daily or weekly and return them to the sponsor's office. A frequent, uniform basis of collection is necessary to minimize the possibility of losing these records, since sponsors receive reimbursement for the meals they serve based on these daily records. These records must include:</p> <p>*The number of meals delivered or prepared, listed by type (breakfast, snack, lunch, supper). This information must be supported by a signed delivery receipt in the case of vended programs. A designee of the sponsor at the site must verify the adequacy and number of meals delivered.</p>

*The number of children in attendance.

*The number of first meals served to children, listed by type, based on actual count.

*The number of second meals served to children, if any.

*The number of meals served to adults who work with the program (program adults) and nonprogram adults, if any.

*The amount of money, if any, received from adults.

*The number of hours that each paid food service employee worked on the food service, if applicable.

Daily Record Reviews

Review the daily records kept by the site. Check to make sure all forms are completed and signed. The information on the delivery receipts should match the information on the forms. Site staff should have a signed delivery receipt available to show the deliveries for all meals served. If the number of meals delivered is the same as those served each day, this may mean that no one is actually counting the number of meals served.

Accuracy of Records

You must remind site supervisors that complete and accurate daily records at the site level are the only way to document program performance and guarantee reimbursement. The sole basis for reporting the number of meals served is accurate daily records. These records account for all categories of meals served and are signed by the site supervisors.

Collection of Site Forms

If your responsibilities include collecting site forms and delivery receipts, be sure to keep collections on schedule. If records cannot be obtained from a particular site, this is a serious problem that your sponsor should know about immediately. Familiarize yourself with the forms to be used for this purpose. Since you will be assisting site supervisors in the proper use of these forms, you must be thoroughly familiar with them.

MEAL REQUIREMENTS

As a monitor, you will check meals at sites to see that meal patterns are being met. Meal requirements for this program ensure well-balanced, nutritious meals that supply the kinds and amounts of foods children need to help meet their nutrient and energy needs. The following are minimum requirements for each meal:

BREAKFAST

Vegetables and Fruits

Vegetables and/or fruits 1/2 cup
 - or full-strength vegetable or
 fruit juice 1/2 cup

Or an equivalent quantity of any combination
 of vegetable(s), fruit(s), and juice

Bread and Bread Alternates

Bread (whole grain or enriched) 1 slice

Or Bread Alternates

(whole grain or enriched):
 -cornbread, biscuits, rolls, muffins, etc. 1 serving
 -or cooked pasta or noodle products 1/2 cup
 -or cooked cereal grains such as rice, corn
 grits, or bulgur 1/2 cup
 (whole grain, enriched, or fortified):
 -or cooked cereal 1/2 cup
 -or cold dry cereal 3/4 cup or
 1 ounce
 (whichever
 is less)

Or an equivalent quantity of a combination
 of bread or bread alternate(s)

Milk

Fluid milk 1 cup
 (1/2 pint, 8 fl. oz)

Optional

Meat and Meat Alternates

Lean meat or poultry or fish 1 ounce
 (edible portion
 as served)

Or Meat Alternates

-cheese 1 ounce
 -or eggs 1 large egg
 -or cooked dry beans or peas 1/2 cup
 -or peanut butter 2 tablespoons

Or an equivalent quantity of any combination
 of meat or meat alternate(s)

SNACK
(supplemental
food)

(Choose two from the following four components):

Meat and Meat Alternates

Lean meat or poultry or fish 1 ounce
(edible portion
as served)

Or Meat Alternates

-cheese 1 ounce
-or eggs 1 large egg
-or cooked dry beans or peas 1/2 cup
-or peanut butter 2 tablespoons

Or an equivalent quantity of any combination
of meat or meat alternate(s)

Vegetables and Fruits

Vegetables and/or fruits 3/4 cup
-or full-strength vegetable or
fruit juice 3/4 cup

Or an equivalent quantity of any combination
of vegetable(s), fruit(s), and juice
(juices cannot be served with milk)

Bread and Bread Alternates

Bread (whole grain or enriched) 1 slice

Or Bread Alternates

(whole grain or enriched):

-cornbread, biscuits, rolls, muffins, etc. 1 serving
-or cooked pasta or noodle products 1/2 cup
-or cooked cereal grains such as rice, corn
grits, or bulgur 1/2 cup

(whole grain, enriched, or fortified):

-or cooked cereal 1/2 cup
-or cold dry cereal 3/4 cup or
1 ounce
(whichever
is less)

Or an equivalent quantity of any combination
of bread or bread alternate(s)

Milk

Fluid milk 1 cup
(1/2 pint, 8 fl. oz)

LUNCH or
SUPPERMeat or Meat Alternates

Lean meat or poultry or fish 2 ounces
(edible portion
as served)

Or Meat Alternates:

-cheese 2 ounces
-or eggs 1 large egg
-or cooked dry beans or peas 1/2 cup
-or peanut butter 4 tablespoons

Or an equivalent quantity of any combination
of meat or meat alternate(s)

Vegetables and Fruits

(Must include 2 or more selections for a total
of 3/4 cup):

Vegetables and/or fruits 3/4 cup total
-or full-strength vegetable or
fruit juice (may be counted to meet not more
than 1/2 of this requirement)

Bread and Bread Alternates

Bread (whole grain or enriched) 1 slice

Or Bread Alternates

(whole grain or enriched:)
-cornbread, biscuits, rolls, muffins, etc. 1 serving
-or cooked pasta or noodle products 1/2 cup
-or cooked cereal grains such as rice, corn
grits, or bulgur 1/2 cup

Or an equivalent quantity of any combination
of bread or bread alternate(s)

Milk

Fluid milk 1 cup
(1/2 pint, 8 fl. oz)

Monitoring
Meals

Study the meal patterns and learn to recognize deficiencies. Remember that each meal must contain all required components and that components must meet the minimum portion size. If meals are incomplete, if quantities are too small, or if the food is spoiled, children are not getting the nutritious meal for which the sponsor is paying. It is particularly important that children do not eat any food that is spoiled. Spoiled food, juice, or milk can make the children sick. Make sure site personnel do not serve any spoiled meals to the children. If meals are delivered by a vendor, site supervisors should be recording any deficiencies on the delivery receipts and discussing any problems with you. You should immediately report any problems with deliveries or meals to your supervisor so that the vendor can be promptly notified.

Unitized
Meals

All meals must be served as units. This means that each component of the meal must be served at the same time to the child. Sometimes site workers will split up a meal between several children or serve an incomplete meal to a child. Whether the meal is prepared by a sponsor or delivered by a vendor, the complete meal must be served to each child as a unit. The nutritional value of the meal is dependent upon serving all the components. Serving them separately is a serious violation. Your sponsor cannot receive reimbursement for incomplete meals served to children. The sponsor's reimbursement for meals depends on the recordkeeping system, which maintains records of complete meals served (as units) to children and adults.

When to Serve
Meals

Three hours must pass between the beginning of one meal service (including snacks) and the beginning of another. If no snack is served between lunch and supper, supper must be served at least 4 hours after the beginning of the lunch service. In any case, staff must begin serving supper no later than 7 p.m. and end no later than 8 p.m. None of the above time restrictions apply if the site participates in the program as a camp.

Breakfast or snack service cannot last more than 1 hour, and lunch or supper service cannot last more than 2 hours. Meals must be served only during designated meal service times. These time restrictions also apply to all sites participating in the program, including camps.

COMMENTS AND
SUGGESTIONS

The sponsor will ask for your comments and suggestions at the end of the program. As a monitor, you should think about ways the program can be improved and include these in your recommendations.

MONITOR SITE REVIEW FORM (for Vended Programs)

Two copies of this form should be filled out. One should be left with the site supervisor and one turned in to the sponsor.

Monitor's arrival time _____ Departure time _____

Sponsor _____ Name of site _____

Date of review _____ Address _____

Phone _____

Site supervisor _____

Name and title of person
contacted at the site _____

Regular site _____ Camp site _____

	B	Sn(a.m)	L	Sn(p.m)	S
Approved level(s) of meal service	_____	_____	_____	_____	_____

Attendance on day of visit _____

Number eligible for free and reduced-price meals (camp only)

Type(s) of meal service reviewed _____

TYPE OF MEAL

<u>DAY OF VISIT:</u>	B	Sn(a.m)	L	Sn(p.m.)	S
# meals delivered	_____	_____	_____	_____	_____
Times meals delivered	_____	_____	_____	_____	_____
Times meals served	_____	_____	_____	_____	_____
# meals first served to children	_____	_____	_____	_____	_____
# meals served as seconds to children	_____	_____	_____	_____	_____
# meals served to program adults	_____	_____	_____	_____	_____
# meals served to nonprogram adults	_____	_____	_____	_____	_____
# meals left over	_____	_____	_____	_____	_____

MAJOR VIOLATIONS	ACTUAL COUNT	TYPE OF MEAL
1. Adult meals included in count of meals served to children	_____	_____
2. Offsite consumption (children)	_____	_____
3. More than one meal served at one time to children	_____	_____
4. Meal pattern not met (specify)	_____	_____
5. Meals not served as a unit	_____	_____
6. Meal times not met	_____	_____
CHECK AT RIGHT IF FOLLOWING APPLY (Explain any checked items on the next page)		
7. No records	_____	
8. Incomplete records	_____	
9. Poor sanitation	_____	
10. Other	_____	
<u>YES</u>	<u>NO</u>	
1. _____	_____	Does staffing pattern correspond to that listed on approved site sheet?
2. _____	_____	Has site supervisor attended training session?
3. _____	_____	Does site supervisor use site handbook?
4. _____	_____	Does site have sufficient food service supervision?
5. _____	_____	Are meals counted before signing delivery receipt?
6. _____	_____	Are meal counts taken of meals served?
7. _____	_____	Do meals meet approved menu?
8. _____	_____	Do meals meet meal pattern requirements?
9. _____	_____	Are meals checked for quality?
10. _____	_____	Is there proper sanitation/storage?

11. _____ Is the ratio of meals served as seconds to meals first served excessive considering the 2-percent limit on claiming seconds?
12. _____ Is site supervisor following procedures established to make meal order adjustments?
13. _____ Are meals served within approved time frames?
14. _____ Does site have a place to serve children meals in case of inclement weather?
15. _____ Is each meal served as a unit?
16. _____ Is the meal delivery schedule followed?
17. _____ Are there provisions for storing or returning excess meals?
18. _____ Is there documentation of children eligible for free and reduced-price meals, if applicable?
19. _____ Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
20. _____ Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or handicap?
21. _____ Do all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age, or handicap?
22. _____ Is informational material concerning the availability and nutritional benefits of the program available in appropriate translations?

EXPLAIN ANY "NO" ANSWERS BELOW:

Corrective action discussed with (Name and title): _____

Corrective action taken:

Site supervisor's comments:

Further action needed by (date): _____

I certify that the above information is correct.

Monitor's signature

Site supervisor's signature

Date

Date

Sponsor representative's signature

Date reviewed by
sponsor representative

MONITOR SITE REVIEW FORM (for Sponsor Meal Preparation)

Sponsor _____ Site _____

Site address _____

Date of review _____ Phone _____

Monitor's arrival time _____ Departure time _____

Site supervisor _____

Name and title of
person contacted at the site _____

Regular site _____ Camp site _____

Approved average daily participation (ADP) _____
(if applicable)

Attendance on day of visit _____

Type(s) of meal service reviewed _____

Day of visit	Breakfast	Snack	Lunch	Snack	Supper
# meals prepared	_____	_____	_____	_____	_____
Time which meals were served	_____	_____	_____	_____	_____
# first meals served to children	_____	_____	_____	_____	_____
# meals served as seconds	_____	_____	_____	_____	_____
# meals served to program adults	_____	_____	_____	_____	_____
# meals served to nonprogram adults	_____	_____	_____	_____	_____

Food Item	Quantity used in preparation	Allowable servings per unit	Number of servings		
			total available	total needed	short/over

Other foods _____

<u>YES</u>	<u>NO</u>	
_____	_____	Are meals served as a unit?
_____	_____	Did meal meet menu as planned?
_____	_____	Were all requirements met?
_____	_____	Are all children fed onsite?
_____	_____	Are meals planned and prepared with one meal per child in mind?
_____	_____	Is the ratio of meals served as seconds to meals served first excessive?
_____	_____	Are accurate counts taken of meals served?
_____	_____	Are meal production records kept?
_____	_____	Is required health department certification available for inspection?
_____	_____	Is an inventory record being kept?
_____	_____	Are receiving reports and purchase invoices kept?
_____	_____	Does staffing pattern correspond to that listed on approved site application sheet?
_____	_____	Has site supervisor attended training session?
_____	_____	Are program aids being used?
_____	_____	Is there proper sanitation and storage?
_____	_____	Are meals served within time frames?
_____	_____	Are records of adult meals kept?
_____	_____	Is there documentation of children eligible for free and reduced-price meals if applicable?
_____	_____	Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
_____	_____	Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or handicap?
_____	_____	Do all children have equal access to services and facilities at the site regardless of race, color, national origin, sex, age, or handicap?

Corrective action discussed with (name and title) _____

Corrective action taken:

Site supervisor's comments:

Further action needed by: _____

I certify that the above information is correct.

Monitor's signature

Site supervisor's signature

Date

Date

Sponsor representative's signature

Date reviewed by
sponsor representative

BENEFICIARY DATA FORM

Sponsor _____ Site _____

Site Address _____

Site Supervisor _____

<u>Racial/Ethnic Category</u>	<u>Number of Participating Children</u>
<u>American Indian or Alaskan Native</u> (A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition (includes Aleuts and Eskimos).)	_____
<u>Asian or Pacific Islander</u> (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.)	_____
<u>Black (not of Hispanic origin)</u> (A person having origins in the black racial groups of Africa.)	_____
<u>Hispanic</u> (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.)	_____
<u>White (not of Hispanic origin)</u> (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.)	_____

Monitor's signature_____
Date

